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APPENDIX B

AIDE TRAINING COURSE OUTLINE

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- I. The Agency, the Provider, and the Community**
 - A. Introduction to the Agency**
 1. Structure of organization
 2. Overall programs of the agency
 3. Agency policies and procedures (e.g., payroll, record keeping, travel and meal expenses, requirements of dress, confidentiality, ethics)
 - B. Introduction to Personal/Respite Care Services**
 1. Definition and objectives of the services
 2. The team approach to provision of services
 - a. Personnel involved (e.g., supervisor, client, physician)
 - b. Roles and relationships of personnel involved
 3. Role of aide in the provision of services
 - C. Introduction to the Community**
 1. Community resources available
 2. Relationship to other agencies
- II. The Elderly**
 - A. Physical and Psychological Aspects of Aging**
 - B. Physical and Emotional Needs of the Elderly**
 - C. Types of Common Health Problems**
 - D. Types of Situations in Which the Personal/Respite Care Aide May be Involved**

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E. Physical Factors of Special Importance to the Elderly

F. Concepts of Work and the Elderly

III. The Physically Ill and Disabled

A. Effects of Illness on the Family

1. Financial
2. Psychological
3. Behavioral

B. Effects of Chronic Illness on the Way an Individual Feels About Himself or Herself

C. Individual Reactions to Illness

1. Between family
2. Between individuals

D. Orientation to Types of Physical Disabilities or Handicaps Which May Be Encountered

1. Rheumatoid arthritis
2. Stroke
3. Heart trouble

IV. Personal Care and Rehabilitative Services

A. Body Mechanics

1. Importance of body mechanics to the personal care aide and client
2. Limitations on the personal care aide to activities
3. Techniques of body mechanics
 - a. Helping the client sit up in bed
 - b. Moving the client in bed

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c. Helping the client move from:

1. Bed to chair and return
2. Bed to wheelchair and return
3. Bed to toilet or commode and return
4. Bed to tub or shower and return
5. Chair to commode and return
6. Chair to tub and return
7. Wheelchair to tub and return
8. Wheelchair to commode and return

d. Helping the client walk with walker, crutches, and cane

B. Personal/Respite Care

1. Importance of personal/respite care activities to the client
2. Limitations on the personal/respite care aide's activities
 - a. Importance of understanding
 - b. Policies and procedures regarding requests for unauthorized activities
3. Techniques of personal care
 - a. Assisting the client with eating
 - b. Assisting the client with dressing
 - c. Mouth care
 - d. Hair care
 - e. Shaving male patients
 - f. Fingernail care, toenail care
 - g. Bathing, tub, shower, bed
 - h. Bed-making with and without the patient in bed
 - i. Elimination
 - j. Back rub

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V. Home Management

A. Care of the Home and Personal Belongings

1. Importance of maintaining a clean environment
2. Preparation of housekeeping tasks
 - a. Scheduling of tasks
 - b. Types of cleaning and laundry supplies
 - c. Organization of supplies and equipment
 - d. Use of proper body mechanics
3. Routine care and use of:
 - a. Cleaning equipment
 - b. Laundry equipment
 - c. Kitchen equipment
4. Emergencies related to:
 - a. Heating equipment
 - b. Water supply
 - c. Electricity
5. Care of furniture
6. Repair of clothing and linen
7. Pest control
8. Care of an individual's environment

VI. Safety and Accident Prevention in the Home

- A. Common Types of Accidents
- B. Accident Prevention

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1. Typical hazards in the home

- a. Bathroom
- b. Kitchen
- c. Stairway
- d. General

2. Ways to safety-proof the home

C. Policies and Procedures Regarding Accidents or Injuries in the Home to Self and Client

1. Limitations of the aide

2. Techniques of simple first aid

- a. Treatment of abrasion
- b. Treatment of abrasions, cuts, bruises
- c. Treatment of first and second degree burns
- d. Poisoning

3. Medical and fire emergencies

VII. Food, Nutrition, and Meal Preparation

A. Importance of Nutrition to the Individual

B. General Concept of Planning Meals

- 1. Nutritional value
- 2. Cultural and ethnic food patterns
- 3. Individual likes and dislikes
- 4. Budgetary limitations

C. Special Considerations of Normal Diet:

- 1. Elderly

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2. III

D. Special Considerations in Preparation of Special Diets

1. Importance of special diets
2. Common types of special diets
3. Policy and procedure regarding the aide's activities in relation to special diets

E. Food Purchasing and Preparation

1. Buying guides
2. Techniques of food preparation

F. Food Storage and Sanitation